UNITED NATIONS **ST**

Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Public Information

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

NEWSLETTERS AND OTHER INFORMATION MATERIALS IN PRINTED OR ELECTRONIC FORMAT

1. The following standards and guidelines are laid down for all persons concerned with the preparation of newsletters in printed and electronic formats. They relate to newsletters on technical subjects and also to newsletters and other informational materials prepared for wide dissemination irrespective of the means of dissemination. The present instruction therefore supplements administrative instruction ST/AI/189/Add.28, entitled "Guidelines for publishing in an electronic format", as concerns the preparation and dissemination of unofficial information on a regular basis, including "home pages" on a public-access electronic network such as the Internet. Such information materials may be prepared by substantive units or by public information units of the Secretariat.

2. Current newsletters and electronic information services that do not comply with the present instruction should be brought into conformity with it in consultation with the Publications Board. Requests for authorization of exceptions to the regulations contained in the present instruction should be submitted to the Chairman of the Publications Board for consideration. The Publications Board is responsible for monitoring adherence to the present instruction.

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General rules

3. For all newsletters, including electronic information services containing unofficial informational materials on the work of the Organization, the advice and approval of the Publications Board should be sought and they should be included in the publications programme administered by the Board where appropriate. Pursuant to administrative instruction ST/AI/189/Add.28, the Department of Public Information should be consulted concerning the presentation of newsletters on public access networks, such as the Internet Gopher and the World Wide Web. The Sales and Marketing Section, Department of Public Information, should be consulted to review the revenue-generating possibilities and potential impact on sales revenues of newsletters. The Board should be informed of the justification, purpose for newsletters, the responsible office or programme, the budgetary provision and the proposed editorial content and format and intended audience.

4. Plans for newsletters and similar informational services in printed and electronic formats related to any international year or conference should be included in the initial planning for the event. They should be drawn up in consultation with the Department of Public Information and should, as a matter of standard procedure, be submitted to the Publications Board for approval.

Guidelines for the preparation of newsletters

Authority

5. Newsletters shall not be issued in any printed or electronic format without the authorization of the Publications Board.

6. When a request for the institution of a newsletter is made by a legislative body, the same procedure for approval as given in paragraph 4 above should be followed. Wherever possible, the advance approval of the Publications Board should be obtained, a statement of the administrative and financial implications submitted to the body concerned and the necessary funds for production and dissemination ensured.

Contents

7. Newsletters, including Internet sites prepared by substantive units, may include the following types of material:

(a) Information on major developments in the field concerned, including action taken or planned by the United Nations or its related agencies;

(b) Excerpts from publicly available, unrestricted texts, such as declarations and resolutions on the subject;

(c) References or electronic links to full text of materials in the Optical Disk System;

(d) Reviews and appraisals of progress in the implementation of resolutions and other decisions on the subject;

(e) Information on related meetings and activities of Governments and bodies outside the United Nations system;

(f) Excerpts from copyrighted publications of the United Nations, in consultation with the Sales and Marketing Section, Department of Public Information, provided that an appropriate copyright notice in the name of the United Nations is given.

Status

8. Newsletters prepared and issued by the Department of Public Information or by other public information units have the same status as other public information material and may bear the United Nations emblem. Newsletters and related information sites on the Internet or other public electronic medium prepared and disseminated by departments and offices of the Secretariat may display the United Nations emblem as part of a standard identifying "home page" for the department or office concerned, provided the following conditions are met:

(a) The Publications Board has approved the newsletter or home page;

(b) The display of the emblem meets the design standards set out in administrative instructions ST/AI/189/Add.2 and Amend.1 and ST/AI/189/Add.21;

(c) The title of the author department or office is given along with a disclaimer as to the unofficial status of the material provided;

(d) Copyright notice in the name of the United Nations is given, as appropriate, in accordance with the applicable provisions of administrative instructions ST/AI/189/Add.9/Rev.2 and Rev.2/Add.2 and ST/AI/189/Add.28, paragraph 25.

Editorial review

9. The texts of newsletters and electronic information services should conform to all United Nations editorial policies and practices. Substantive units are responsible for ensuring that newsletters in print and electronic formats meet high standards of editorial quality appropriate to publications and documents of the Organization.

10. Every newsletter issuance should contain the name and address and if applicable electronic address of the responsible substantive unit under the rubric "Issued by ...", and, at the discretion of the substantive unit, the name and electronic address of the editor. All newsletters disseminated on public networks such as the Internet should carry an electronic address to which inquiries and comments may be sent. Newsletters and electronic information services should not refer to individual United Nations staff members except as editors and authors of the material presented, in accordance with administrative instruction ST/AI/189/Add.6/Rev.4.

Document identification and archiving

11. All print and electronic newsletters, home pages and similar information materials should be issued with an approved series title and identifying number and should be dated. Staff of the Dag Hammarskjöld Library can provide assistance in designating an appropriate identifying number for newsletter

series. Each update of a newsletter in print and electronic formats should be provided a consecutive issue number. Two copies of all printed and electronic newsletters should be deposited with the United Nations libraries pursuant to administrative instruction ST/AI/189/Add.12/Rev.1, and one copy with the Dag Hammarskjöld Library for its archival collection. Copies may be provided in either a printed or electronic format.

Length

12. Printed newsletters should be limited to 40 standard manuscript pages per year.

Languages

13. Printed newsletters are normally issued in one language only or in one polylingual version, the language chosen being, if possible, the working language best suited to the intended readership. Electronic newsletters should contain as much basic information as possible in at least two languages and all official documents included or referred to should be marked as to availability in other languages.

14. The Office of Conference and Support Services does not translate newsletters that do not have intergovernmental mandates and for which budget provision has not been made in the programme budget and publications programme. Where a translation or "rendering" is prepared by the office responsible for the newsletter, the text should bear the disclaimer, "Unofficial translation".

15. In some cases, outside institutes, organizations or other bodies offer to translate newsletters at no cost to the United Nations. All such cases should be referred to the Publications Board.

Distribution

16. Distribution of printed newsletters is the responsibility of the author department unless other provision is made in the approved Publications Programme. Likewise, distribution lists for printed newsletters should be drawn up and maintained by the author department on its own responsibility, consistent with the legislative mandate or other approved purpose for the newsletter, resources made available for distribution and approval of the distribution arrangements by the Publications Board in the Publications Programme. Print runs and distribution of printed newsletters should be limited to a defined target audience and minimized through regular review and pruning of obsolete and unnecessary addresses by the author department and through maximum feasible use of electronic communications. Author departments should also consider with the Distribution Section, Office of Conference and Support Services, whether some distribution should be made to official recipients such as permanent missions, depository libraries and libraries and documentation centres of the United Nations system.

17. If the originating office envisages secondary distribution of material of wide public interest through the United Nations information centres, it should provide special funds for that purpose; without them such distribution cannot be made.